



IMELDA ANNA SAM

AbuDhabi,UAE

Passport No-T4853484

Visa status-Visiting Visa

CAREER OBJECTIVE

To be a part of an integral organization and be a key player in its growth through personal development and put in my best efforts and knowledge acquired for achieving its goal.

CONTACT

☎ +971-505244756

✉ imeldasam078@gmail.com

In LinkedIn/com/in/Imelda Sam

KEY SKILLS

- Microsoft office Tools (Word, Power point, Excel)
- Recruiting,Sourcing,Screening,Onboarding
- Talent Acquisition, Human Recourses
- Email drafting,Administration,Client Handling

LANGUAGES KNOWN

- English (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- Malayalam (Read, Write, Speak)

HOBBIES

- Taking tuitions for children's
- Cooking
- Listening to music

ACADEMIC CREDENTIALS

- **Hospital Administration**

International school of Skill Development, Cochin
(2021 may -2021 oct)

- **B-Tech Computer science and engineering**

Sree Buddha College of Engineering ,Pandalam
(2014-2018)

WORK EXPERIENCE

- **Company Name-** ThomasMount Consulting
- **Position-** HR Recruiter
- **Role-**Sourcing and screening candidates according to the client requirements. Coordinating the interview process and facilitating offers and employment negotiations. Communicating with clients through emails and calls.
- **Company Name-**Cazpersoft Technologies
- **Position-**Talent Acquisition Executive
- **Role-**Sourcing and screening candidates according to the client requirements, coordinating the interview process and facilitating offers and employment negotiations. . Communicating with clients through emails and calls.

